



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

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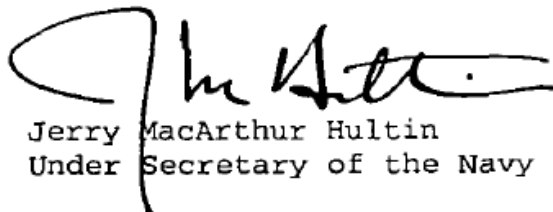
SECNAV INSTRUCTION 7000.10

From: Secretary of the Navy

Subj: UNDER SECRETARY OF DEFENSE (COMPTROLLER) FINANCIAL  
MANAGEMENT AWARDS PROGRAM

Ref: (a) Volume 1, Chapter 6 of DOD Financial Management  
Regulations (DoDFMR), DoD 7000.14-R

1. Purpose. To issue policy and procedures for the Under Secretary of Defense (Comptroller) Financial Management Awards Program in the Department of the Navy (DON), and to implement reference (a).
2. Cancellation. NAVCOMPTINST 7000.50A.
3. Policy. It is DON policy to recognize military members and civilian employees for outstanding contributions to the improvement of Department of Defense (DoD) financial management. Reference (a) is applicable to DON commands and activities, except for the due date and mailing address provided below. Submission of nominations to this and other DON and DoD-related financial management recognition programs is encouraged.
4. Action. Submit DON nominations to the Director, Naval Financial Management Career Center (NPMC-12), 151 Ellyson Avenue, Suite F, Pensacola, FL 32508-5114 no later than the last duty day of February each year. The Director, Naval Financial Management Career Center will prepare nominations for the Assistant Secretary of the Navy (Financial Management and Comptroller) approval and submission to the Under Secretary of Defense (Comptroller). Award criteria and nomination formats can be found in reference (a).



Jerry MacArthur Hultin  
Under Secretary of the Navy

## CHAPTER 6

**UNDER SECRETARY OF DEFENSE (COMPTROLLER)**  
**FINANCIAL MANAGEMENT AWARDS PROGRAM**★0601 PURPOSE

The purpose of the Under Secretary of Defense (Comptroller) (USD(C)) Financial Management Awards Program is to recognize significant contributions of individuals or groups to the improvement of financial management.

★0602 APPLICABILITY AND SCOPE

The Program applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (DoD), the Defense Agencies, and the DoD Field Activities, and all other organizational entities within the DoD (hereafter referred to collectively as “the DoD Components”).

060201. It is DoD policy that:

A. Military and civilian members who make outstanding contributions to the improvement of DoD financial management should be recognized.

B. Recognition, in the form of an engraved plaque and certificate, shall be presented to, and retained by, the individual and group deemed to have achieved the most outstanding contribution(s) to the improvement of a financial management system, financial management initiative not directly related to system improvements, or innovative use of technology, during the preceding fiscal year.

060202. The following (A through C, below) are the three award categories in the USD(C) Financial Management Awards Program.

A. Financial Management System Improvement. This category recognizes achievements resulting in the improvement, consolidation, or standardization of the information technology aspects of a financial management system, or manual processes in support of information technology efforts. Examples of appropriate efforts are as follows:

1. Designing and/or implementing new financial systems where current processes are manual or partially automated,

2. Improving systems, including processes or paper flow,

3. Developing new or substantially revising and improving existing financial management systems, or the financial management aspects of information in feeder systems,

4. Improving testing approaches to better ensure integrity prior to bringing a system on-line,

5. Reducing time required to process transactions. This may include the reduction of manual processing, elimination of unneeded processing steps, or consolidation of procedures.

B. Financial Management Initiative. This category recognizes improvement in aspects of financial management programs not directly related to system improvements. Efforts may be undertaken in budgeting, accounting, financial analysis, auditing, and other fields related to financial management. Examples of appropriate efforts include:

1. Reducing problem disbursements,
2. Reducing aged accounts receivable and payable,
3. Improving the quality and timeliness of report content,
4. Prompt recording of commitments and obligations,
5. Reducing paperwork,
6. Improving funds control,
7. Consolidating organizations under tight deadlines,
8. Training to enhance performance,
9. Interfacing with other areas to ensure more efficient processes,
10. Improving accounting policies and procedures,
11. Improving budget formulation and execution.

C. Innovative Use of Technology to Improve Financial Management. This category recognizes achievements associated with the introduction or application of new technologies, as well as the introduction or application of existing technologies in new ways. Examples of appropriate efforts are as follows:

1. Enhancing processes by using imaging to decrease the amount of paper required in financial management processes,

2. Scanning paper transactions to reduce storage retention requirements,
3. Using emerging concepts, such as the Internet, to enhance the transference of information, order materials, obtain updates, meet reporting requirements,
4. Introducing or expanding the use of charge cards, smart cards,
5. Using electronic commerce/electronic data interchange to expedite transaction flows, processing, payments or remittance information,
6. Bar-coding to speed entry of data and enhance timeliness of information,
7. Applying satellite telecommunications,
8. Using teleservices to integrate telephone service with data files,
9. Expanding electronic interfaces.

★ 060203. Award Levels. Twelve separate awards--four for each of the three categories listed above--shall be awarded. Within each category, there will be four awards, one awardee shall be selected from among the individual nominees from the headquarters and major command level, one awardee shall be selected from among the team nominees from the headquarters and major command level, one awardee shall be selected from among the individual nominees from organizations below major command level, and one awardee shall be selected from among the team nominees from organizations below major commands.

060204. Eligibility. Any military member or civilian employee of the DoD (to include Reserve Components) is eligible for nomination.

060205. Team Criteria. For purposes of these awards, a team is considered as a grouping of individuals, made up of three to twenty individuals, brought together temporarily to perform a specific task within a specific time frame. When two individuals work together on an applicable project or effort, they may be submitted jointly for an individual award. Teams of greater than 20 individuals are not eligible for these awards.

#### 0603 RESPONSIBILITIES

060301. The USD(C) shall select awards recipients for each award category and present awards to each recipient in an annual ceremony.

060302. The Deputy Chief Financial Officer (DCFO) annually shall convene a Financial Management Awards Program Board to receive nominations from the DoD Components and to make award recommendations to the USD(C).

060303. The Financial Management Awards Program Board shall:

A. Be composed of the DCFO, or designee, (Chair) with a representative from each of the Military Departments, the Defense Finance and Accounting Service (DFAS), and one from the Defense-wide (DW) community--which encompasses all other Defense Agencies and DoD Field Activities. Board nominees should be members of the Senior Executive Service, or general/flag officers, and should not have been nominators for any of the award nominations to be considered.

B. Convene annually to evaluate nominations and make recommendations for winners in each award category.

C. Recommend award winners for each award category based on the criteria in paragraph 060401.

060304. Heads of the Military Departments, the DFAS, and the Director, Administration and Management each shall select a representative to the Financial Management Awards Program Board and notify the DCFO by February 1, each year, of the representative selected from their DoD Component. The Director for Administration and Management shall appoint a representative of the Defense Agencies and DoD Field Activities (other than the DFAS) from among nominees submitted to the Director, Administration and Management, by the Directors of the applicable Defense Agencies and DoD Field Activities.

060305. Heads of DoD Components each year shall nominate individuals for the Financial Management Award in accordance with the procedures and criteria in section 0604.

#### 0604 DOD FINANCIAL MANAGEMENT AWARD CRITERIA AND PROCEDURES

The procedures and criteria for the DoD Financial Management Award are as follows:

060401. Award Criteria. Nominations for DoD Financial Management Awards shall be based on individual or team achievements during the preceding fiscal year and evaluated on the following criteria:

- A. Cost reductions (in dollars and/or human resources),
- B. Improvements in the timeliness and accuracy of information,

- C. Enhanced customer service,
- D. Streamlined policies and procedures,
- E. Standardized policies, procedures and systems.

060402. Nomination Format. The attached nomination form (Parts A and B) shall be submitted for each nomination.

A. Part A includes the fiscal year of the accomplishment, award category, nominee data, nominating official data, nominating official signature, and citation.

B. Part B includes the nominee or team name, a brief description of the project or effort, and a narrative of the outstanding achievement. This part is limited to one page.

060403. Submission of Nominations. Heads of DoD Components shall submit nominations to the Office of the Deputy Chief Financial Officer, Room 3E843, the Pentagon, Washington, DC 20301-1100. Nominations must be received no later than the last working day of the second week in February each year.

0605 AWARD DESCRIPTION (PLAQUES AND CERTIFICATES)

060501. For an individual award, the award recipient shall receive an engraved plaque and a certificate signed by the USD(C).

060502. For a team award, the team shall receive a single engraved plaque and each team member shall receive a certificate signed by the USD(C).

**UNDER SECRETARY OF DEFENSE (COMPTROLLER)  
FINANCIAL MANAGEMENT AWARDS PROGRAM  
NOMINATION FORM – PART A**

Fiscal Year \_\_\_\_\_

<b>Award Category:</b>	<input type="checkbox"/> Financial Management System Improvement <input type="checkbox"/> Financial Management Initiative <input type="checkbox"/> Innovative Use of Technology to Improve Financial Management
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**Level:**            (☐ ) Headquarters and major command                          (☐ ) Below major command

**Nominee Data:** (For teams, complete nominee data for each team member)

Name: \_\_\_\_\_

Rank/Grade	First	MI	Last
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Duty Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Office Address: \_\_\_\_\_  
(include office symbol and base)

**Phone No:** \_\_\_\_\_

DSN

Com (include area code)

**FAX****Nominating Official Data:**

**Name:** \_\_\_\_\_

Rank/Grade

**First**

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## MI

**Last**

Duty Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Office Address: \_\_\_\_\_

(include office symbol and base)

**Phone No:** \_\_\_\_\_

DSN

Com (include area code)

**FAX**

Signature of Nominating Official

Date \_\_\_\_\_

**Citation: (Do not exceed 5 lines)**

**UNDER SECRETARY OF DEFENSE (COMPTROLLER)  
FINANCIAL MANAGEMENT AWARDS PROGRAM  
NOMINATION FORM – PART B  
(Limited to one page)**

A. Nominee/Team Name: \_\_\_\_\_

B. Name of Project/Effort: \_\_\_\_\_

C. Brief Description of Project/Effort:

D. **Narrative Statement of Achievement:** (The narrative should be specific and factual, giving concrete examples of the accomplishment, how it was accomplished, what benefits or results were realized, and why or how such benefits significantly improved financial management.)